



**Imperial Calcasieu Regional Planning and Development Commission (IMCAL)** is hiring for the position of **Regional Transportation Planner II** to work with the **Lake Charles Urbanized Area Metropolitan Planning Organization**.

### **SUMMARY OF POSITION**

Assist the Executive Director and Transportation Planner III in conducting planning projects for the region according to the UPWP. Duties include gathering necessary data for documentation of plans, developing plans, and providing technical assistance to public and private organizations in the region; and serving as liaison to outside agencies.

**CLOSING DATE:** Resumes in by August 28, 2015

### **ORGANIZATIONAL RELATIONSHIPS**

**REPORTS TO:** Executive Director and Transportation Planner III

**DIRECTS:** This is a non-supervisory position

**OTHER:** Works with local, state, and federal government agencies; and has contact with Transportation Policy Committee members of the MPO, area elected officials, private firms, consultants, and the general public.

### **EXAMPLES OF WORK PERFORMED**

- Performs planning activities for various programs and grants;
- Conducts base studies of the region's geographic, population, and economic characteristics;
- Develops regional plans in specific subject areas;
- Serves as agency liaison to outside service providers, including exchanging information, resolving problems and difficulties, and ordering supplies and services as needed;
- Provides community-planning assistance to local governments;
- Transmits planning data to public and private organizations;
- Performs outreach functions to publicize programs in regional development;
- Provides staff support to policy committees or groups as may be assigned;
- Prepares proposals for grants and contracts related to regional planning and assists in the implementation of administered grants and contracts;
- Attends seminars and workshops as needed and approved; and

- Performs related work as assigned.

## **EXPERIENCE AND EDUCATION**

Bachelor's degree from an accredited four-year college or university with major coursework in community or regional planning, geography, transportation planning, civil engineering, business or public administration, economics, political science, environmental science, or a related field;

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: physical planning principles; data collection and analysis; methods and procedures for operating computers and related equipment; standard office practices and procedures; data base management practices and procedures; and geographic information systems. Must have high proficiency in Adobe Design Suite, Geographic Information Systems (GIS), and Microsoft Office and familiarity with databases and economic analysis tools.

Skill/Ability to: apply planning techniques; conduct analytical research and present research results effectively; interpret and apply broad standards and policies to programmatic operations; demonstrate proficiency in both oral and written communication; and maintain effective working relationships with local, state, and federal agencies, Transportation Policy Committee, private firms, and the general public.

## **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Louisiana Driver's license, current proof of automobile insurance, and available/alternate means of transportation.

**SALARY:** Depends on qualifications

Please e-mail cover letter and resume to: [applications@imcal.org](mailto:applications@imcal.org)

or mail to:

IMCAL

Attn: Transportation Planner III Applicant

4310 Ryan Street

Ste. 330

Lake Charles, Louisiana 70605